

2011

SCHOOL

POLICY &

PROCEDURE

REFERENCE

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ENROLLMENT OF STUDENTS

□§311. Reporting student hours

- A. Schools shall register students within 60 days after the student starts school. The maximum number of hours which will be accepted by the Board at the time of registration is the number of hours earned within 60 days preceding registration.

□§315. Responsibilities of Schools

- A. Upon enrollment of a student the school must provide the following to the Board:

1. the student enrollment application;
 - a. *A photocopy of this form is acceptable*
 - b. *See A-1 for a properly completed form*
2. a birth certificate, birth card or driver's license;
 - a. *A photocopy of the birth certificate or birth card together with a statement from the school representative verifying that they saw the original document and the date the copy was made.*
 - b. *A photocopy of the student's government-issued drivers license is acceptable*
3. proof of completion of education equal to the tenth grade;
The following is accepted as proof of education:

Option 1: ***In State High School diploma.*** *The school is listed in the School Directory on the Louisiana Department of Education website. There are several different directories (public/non-public/charter) that you can print out and remember they need to be updated periodically.*
<http://www.doe.state.la.us/lde/directory/1757.html>

Option 2: ***Transcript or diploma from post-secondary school.*** *School accreditation must be listed on the United States Department of Education website.*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 3: ***GED or Ability-to-Benefit (ATB).*** *Ability-to-Benefit exam must be listed on the United States Department of Education website.*
<http://www.ed.gov/legislation/FedRegister/other/1996-4/102596b.html>

Option 4: ***Home Schools.*** *In accordance with the Louisiana Department of Education, unless a home school graduate has taken all the LEAP and EXIT exams through their local public school system, the graduate must pass a GED.*
<http://www.doe.state.la.us/lde/uploads/14324.pdf>

Option 5: ***Online or distance learning.*** *Very few of these are acceptable. The school must be accredited by a US Department of Education approved accrediting body. We have a list of the ones that we have approved so far. (see attached)*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 6: *Out of State high diplomas. School must be listed with the State Department of Education or have a state seal on it. If not the school accreditation must be listed on the DOE accreditation website*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 7: *Louisiana Issued "Certificate of Completion" – must have passed the GED or received a passing ATB score.*

4. a photograph of the student;
5. a copy of student's social security card and
6. the student enrollment fee of \$10.00 due upon entering the course which includes one "in-state transfer"

J. All student registrations must be posted in a conspicuous place.

TRANSFER STUDENTS

☐§313. Transfer Students

- A. The Board will accept student hours certified by out-of-state schools provided that the hours are transferred to a Louisiana school. The Louisiana school shall evaluate the student's transcript and determine how many hours of the curriculum have been completed by the student. The school shall submit to the Board a verification of the number of transferable hours which shall include supporting data, a certificate from the out-of-state school and a certificate from the state board which supervises the school.
- B. When enrolling a transfer student from another school within the state of Louisiana the school owner must provide the Board with the following:
 1. Student Enrollment Application indicating on the application that it is a re-registration;
 2. Certification of payment of contractual fees owed to the former school, unless the former school is unable to certify payment of contractual fees owed due to temporary or permanent closure or loss of records; however, any student who transfers without certifying payment of contractual fees owed, shall provide certification of payment of contractual fees owed to the former school prior to applying for an examination, certificate of registration, license or renewal of the certificate of registration or license in accordance with §309.
 3. If the student has transferred schools more than once, a re-registration fee of \$10 Must accompany the application;
- C. Any student transferring hours from one school to another is required to submit a Notice of Termination Form and Contractual Fee Form indicating balance paid, within 30 days of student's dropout date (see form A-2).

Out of State Transfers

A. Upon enrollment of a student transferring hours earned in another state, the school must provide the following to the Board:

1. the student enrollment application;
 - a. *A photocopy of this form is acceptable*
 - b. *See A-1 for a properly completed form*
2. a birth certificate, birth card or driver's license;
 - a. *A photocopy of the birth certificate or birth card together with a statement from the school representative verifying that they saw the original document and the date the copy was made.*
 - b. *A photocopy of the student's government-issued drivers license is acceptable*
3. proof of completion of education equal to the tenth grade;

The following is accepted as proof of education:

Option 1: ***In State High School diploma.*** *The school is listed in the School Directory on the Louisiana Department of Education website. There are several different directories (public/non-public/charter) that you can print out and remember they need to be updated periodically.*
<http://www.doe.state.la.us/lde/directory/1757.html>

Option 2: ***Transcript or diploma from post-secondary school.*** *School accreditation must be listed on the United States Department of Education website.*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 3: ***GED or Ability-to-Benefit (ATB).*** *Ability-to-Benefit exam must be listed on the United States Department of Education website.*
<http://www.ed.gov/legislation/FedRegister/other/1996-4/1025966.html>

Option 4: ***Home Schools.*** *In accordance with the Louisiana Department of Education, unless a home school graduate has taken all the LEAP and EXIT exams through their local public school system, the graduate must pass a GED.*
<http://www.doe.state.la.us/lde/uploads/14324.pdf>

Option 5: ***Online or distance learning.*** *Very few of these are acceptable. The school must be accredited by a US Department of Education approved accrediting body. We have a list of the ones that we have approved so far. (see attached)*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 6: ***Out of State high diplomas.*** *School must be listed with the State Department of Education or have a state seal on it. If not the school accreditation must be listed on the DOE accreditation website*
<http://ope.ed.gov/accreditation/Agencies.aspx>

Option 7: ***Louisiana Issued "Certificate of Completion"*** – *must have passed the GED or received a passing ATB score.*

4. a photograph of the student;
5. a copy of student's social security card and
6. the student enrollment fee of \$10.00 due upon entering the course which includes one "in-state transfer"
7. an evaluation of the student's transcript including the number of hours of the curriculum completed by the student which are transferable to Louisiana signed by the school owner; Certification must come from the state board, not the school. It must be the original with state seal.
8. a certification from the out-of-state school; and
9. a certification from the state board which supervises the out of state school. *If the student transferring from a state that the board does not track student hours until licensure, a certification letter from the state board must be submitted stating that the state board does not track student hours until licensure.*

In State Transfers

A. Upon enrollment of a student transferring hours earned in another state, the school must provide the following to the Board:

1. the student enrollment application;
 - c. *A photocopy of this form is acceptable*
 - d. *See A-1 for a properly completed form*
2. Certification of payment of contractual fees owed to former school (see A-3)
3. If the student has transferred schools more than once, a re-registration fee of \$10 must accompany the application;

When a students transfers from one school to another, the school is required to submit a Notice of Termination Form within 30 days of student's drop date.

DROPPED STUDENTS

§311. Reporting student hours

E. Schools are required to provide to the board office the names of the students who drop from their rolls within 30 days and to provide the number of hours earned during the student's attendance

Once it has been determined that a student has dropped from your school (unless the student is on approved leave of absence), submit the following to the board office within 30 days of student's last date of attendance:

1. a pink notice of termination form (see A-3 for a properly completed form)
2. a blue certification of contractual fees form (see A-3 for properly completed form)
3. the original student license (both portions)

A student on an approved leave of absence does not have to be dropped from your school for six months. If the leave of absence is longer than six months, the student must be dropped from your school in accordance with the above directions. If the dropped student is able to

return to school at some point in the future, please follow the directions for **ENROLLMENT OF STUDENTS** on Page 3.

REPORTING STUDENT HOURS

§311. Reporting student hours

A. Schools shall register students within 60 days after the student starts school. The maximum number of hours which will be accepted by the Board at the time of registration is the number of hours earned within 60 days preceding registration.

B. Hours. Schools must register each student's hours with the board no later than on the tenth of the month for hours earned by each student in the prior month.

C. School owners must certify the student's attendance for hours reported to the Board. No overtime or double time shall be permitted. Only hours devoted to the prescribed curriculum shall be included. Students shall not earn more than forty-eight hours of training in any one calendar week.

D. The hour report submitted by the schools to the Board shall be signed by the senior teacher, or in the absence of the senior teacher, the report shall be signed by the person in charge, who shall designate his capacity as acting senior teacher. The report shall include a list of the current instructors.

Hours may be submitted to the board office on the Supplemental Hour Report Form or by a computer generated printout of the school's student tracking software:

1. Monthly Hour Report
The monthly hour Report Form must be completed and submitted to the Board Office by the tenth day of the following month.
2. Quarterly Roster Instructors Report must be submitted March, June, September, and December.
3. Computer generated printout of the school's tracking software indicating the number of hours completed by the student. The printout include a history of the student's hours from the date of registration until the student reached the number of hours required to be reported.

The print out must be signed by the senior instructor, or in the absence of the senior instructor, the report shall be signed by the person in charge, who shall designate his capacity as acting senior instructor.

Additionally, a list of instructors must be attached to the hour report.

§315. Responsibilities of Schools

B. Schools must maintain hour reports for a minimum of three years;

M. Schools must post a monthly summary of hours earned by each student.

TRIPS, SEMINARS, WORKSHOPS, SHOWS & COMMUNITY SERVICE

319. Field Trips

- A. School are permitted but not required to offer to their students an opportunity to earn hours for cosmetology related field trips, seminars, workshops, shows and community service.

The maximum number of hours which may be earned for cosmetology related field trips, seminars, workshops, show and community service is:

1. 40 hours for cosmetology students;
 2. 15 hours for manicuring students;
 3. 20 hours for esthetics students; and credit.
 4. 20 hours for instructor students.
- B. In order for students to receive credit for cosmetology related field trips, seminars, workshops, shows or community service, the school must annotate the course outlines to reflect the maximum hours, which may be earned. Example: Cosmetology Course Outline - 40 hours during the length of the course are assigned to cosmetology-related field trips, seminar, workshops and community service.
- C. Participation in field trips, seminars, workshops, shows or community service by students is voluntary. Students who chose not to participate in field trips must be given other related assignments.
- D. An instructor must accompany students on any field trip. Attendance shall be monitored at the beginning, midpoint and close of the function and documented by the instructor. Travel time shall not be included in the hours credited for the field trip.
- E. Schools must retain documentation of field trips, and community service hours.
- F. No school or student shall accept any compensation for cosmetology related field trips or community service. All money collected for community service must be paid to the charity for which the function was sponsored.

The proper procedure for documenting and reporting student field trips, workshops, shows and community service:

The hours that a student earns for attending a field trip, seminar, workshop, show or community service must be included in the total number of hours earned by a student during the month that the hours were earned. We have created a new form for schools to use to document the hours students earned on field trips, seminars, workshops, shows or community service (see form A-7).

1. *Include any field trip, seminar, workshop, show or community service hours earned in the total number of hours reflected on the supplemental hour report submitted to the board office.*
2. *Complete the "Hours Earned on a Field Trip, Seminar, Workshop, Show or Community Service" Form and attach it to the supplemental hour report. (See A-4)*

EXAMINATIONS

§309. Examination of Applicants

A. The following persons shall be eligible to take the written and practical examinations after receiving a clearance from the school last attended and a clearance from the Board:

1. Cosmetology students who have completed 1500 hours and 36 weeks of school; however, cosmetology students who have completed 1000 hours may take the written examination;
2. Esthetic students who have completed 750 hours of school;
3. Manicuring students who have completed 500 hours of school;
4. Instructor students who have completed 500 hours of school;
5. Persons holding a cosmetology, esthetics, manicuring or instructor license issued by another state; and
6. Persons holding a cosmetology, esthetics, manicuring or instructor license issued by another country who have received Board approval.

B. Applications for examinations must be accompanied by a student registration certificate, a photograph of the student, and the \$25 initial license fee.

C. Fees

1. All fees contractually owed by an applicant to a cosmetology school from which they graduated must be paid before applying for an examination, for a certificate of registration or for a license. If the school attended by the applicant is unable to issue a certification due to temporary or permanent closure or loss of records, the applicant shall not be required to provide the certification required by this section in order to apply for an examination, for a certificate of registration or for a license.
2. Any applicant who does not provide the certification required by this Section prior to applying for an examination must provide the certification prior to issuance of a certificate of registration or a license, if the cosmetology school from which they graduated is able to issue the certification prior to issuance of the certificate of registration or license.
3. Any applicant who does not provide the certification required by this section prior to issuance of a certificate of registration or a license, shall provide the certification required by this subsection prior to renewing the certificate of registration or license, if the cosmetology school from which they graduated is able to issue the certification prior to renewal of the certificate of registration or license.

D. Any student who fails to appear for their scheduled examination without proper notification will be required upon reapplication to submit a \$25 administrative fee. Proper notification shall be made by contacting the Board office seven days prior to the scheduled examination or in the case of an emergency 24 hours prior to the scheduled examination.

E. Students must bring a mannequin with the head styled for a comb-out to the examination. Students will be required to perform further practical work on the mannequin during the examination.

Further practical work on the mannequin will include all of the following:

Phase 1 - Set/Comb Out Examination

Phase 2 - Wet Work Examination

- A. Finger waves:
- B. Brush waves:
- C. Skip Waves:
- D. Rollers: {on base, ½ base, off base and roller in shaping}
- E. Back Section on base, ½ base, off base and pincurl in a shaping.
- F. Pincurls:

Phase 3 - Chemical Examination

- A. Permanent Wave Technique:
- B. Foil Hi-lites
- C. Virgin Bleach:
- D. Haircolor Retouch:
- E. Relaxer Retouch:

Phase 4 – Haircut Examination – basic 90°layered cut

Examination of students with Special Needs.

Requests for special accommodations for students with disabilities or special needs must be submitted on the proper forms (see A-9). Only original signatures will be accepted, no faxed or photo copies will be allowed.

Applications for students who are eligible to take the examinations shall be submitted as follows:

1. Cosmetology Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
 - i. an Application for National/State Exams (see A-5)
 - ii. the bottom portion of the student registration license
 - iii. a photograph of the student
 - iv. the \$25.00 examination fee per exam (\$50.00 total)
 - v. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - vi. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
 - i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)
 - All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with 309.C - Examination of Applicants.*
 - iii. The top portion of the student registration license
 - iv. a photograph of the student
 - v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
 - vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - vii. Notice of Termination Form

2. Manicurist Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
- vii. an Application for National/State Exams (see A-5)
 - viii. the bottom portion of the student registration license
 - ix. a photograph of the student
 - x. the \$25.00 examination fee per exam (\$50.00 total)
 - xi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - xii. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
- i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*
 - ii. Contractual fee form (Blue form – A-3)
 - All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with 309.C - Examination of Applicants.*
 - iii. The top portion of the student registration license
 - iv. a photograph of the student
 - v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee
 - vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - vii. Notice of Termination Form (Pink)

NOTE: One money order or school check for \$100.00 can be submitted for the complete examination (National, State, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

3. Esthetician Applicants

- A. The National/State Exams must be taken together. The National/State Exam must be taken before or the same day as the practical. Submit the following:
- xiii. an Application for National/State Exams (see A-5)
 - xiv. the bottom portion of the student registration license
 - xv. a photograph of the student
 - xvi. the \$25.00 examination fee per exam (\$50.00 total)
 - xvii. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours
 - xviii. For special accommodations, see the section above regarding this topic and example A-9
- B. The Practical Exam – submit the following:
- i. an Application for Cosmetology Examination (green form see A-6)
 - a. *A photocopy of this form is acceptable, if on green paper*
 - b. *The form submitted must have original signatures*
 - c. *See A-7 for properly completed form*

ii. Contractual fee form (Blue form – A-3)

All fees owed by an applicant to a cosmetology school must be paid before applying for a practical examination. This is in accordance with 309.C - Examination of Applicants.

iii. The top portion of the student registration license

iv. a photograph of the student

v. a payment of \$50.00 which includes the \$25.00 examination fee and the \$25.00 initial license fee

vi. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

vii. Notice of Termination Form

NOTE: One money order or school check for \$100.00 can be submitted for the complete examination (National, State, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

4. Instructor Applicants

A. The National/Practical Exams must be taken together. If the student is already a licensed applicant, Submit the following:

i. an Application for National/Practical Exams (see A-5)

a. *A photocopy of this form is acceptable, if on green paper*

b. *The form submitted must have original signatures*

c. *See A-7 for properly completed form*

ii. the bottom portion of the student registration license

iii. a photograph of the student

iv. the \$25.00 examination fee per exam (\$75.00 total)

v. a supplemental hour or computer generated print out from the school's computer software tracking the specific student's hours

vi. For special accommodations, see the section above regarding this topic and example A-9

vii. Contractual fee form (Blue form – A-3)

NOTE: One money order or school check for \$75.00 can be submitted for the complete examination (National, and Practical) and initial license fee. One photograph may be sent if the student is taking all examinations on the same day.

If student is not a licensed cosmetologist, they take the "Instructor's Complete" exam. Follow same requirements as above but fee is \$100.00 (national, state, practical exams, and initial license).

PERMIT EXAMINATION INSTRUCTIONS WILL FOLLOW AT A LATER DATE

EXAMINATION RETAKES

Submit the following for each examination retake:

- a. A copy of the applicant's failure letter
- b. See A-8 for properly completed form
- c. \$25.00 fee for each examination retake

EXAMINATION CANCELLATIONS

Submit the following for each examination cancellation:

- A. Notice must be received by the Board office at least seven days prior to the scheduled examination or in the case of an emergency 24 hours prior to the scheduled examination. Please fax notices of the examination cancellation to (225) 756-3410.

The following are the acceptable exceptions:

- 1. *If a student's clearance was faxed to the school or mailed to a school that does not have a fax machine less than 7 days before the date of the examination, we will accept faxed notifications no later than the Friday before the exam. To eliminate any confusion, the testing department will date stamp the clearance papers with the date the clearance was faxed.*
- 2. *If an emergency occurs within 24 hours of the scheduled examination, every effort should be made to fax a notification to the Board Office prior to fax a notification to the Board Office prior to the exam. If this is not possible, the notification MUST be faxed within 24 hours following the scheduled exam.*

NOTE: Because of the increased number of students requesting examinations and then rescheduling them and/or not showing up on the scheduled examination date, we will have to strictly enforce these regulations and grant only the acceptable exceptions listed above.

- B. A completed application for Retake & no Show Exam Form (See A-8 for properly completed form)
- d. A fee of \$25.00 for each examination (National/State or Practical Exam) is due if a student is scheduling to retake an examination.

For Example:

- 1. **A Cosmetology Student** who does not show up for a national and state Examination scheduled the same day would owe a \$25.00 fee.
- 2. **A Cosmetology Student** who does not show up for a practical examination would owe a \$25.00 fee.
- 3. **A Cosmetology Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
- 4. **A Manicuring Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
- 5. **An Esthetician Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.
- 6. **An Instructor Student** who does not show up for a complete (national/state and practical) examination scheduled the same day would owe a \$25.00 fee.

REQUIRED EQUIPMENT

§317. Equipment Required in Cosmetology Schools

- A. Every cosmetology school must have a practical work room and working equipment including:
1. Six shampoo bowls;
 2. Six hair dryers
 3. Three manicuring tables
 4. Cold wave equipment sufficient for six permanents
 5. Sufficient trays for supplies;
 6. Covered waste containers sufficient to maintain sanitation in the school
 7. One wet and dry sanitizer for each occupied station;
 8. Six mannequins;
 9. Twenty working stations;
 10. Covered containers for soiled towels; and
 11. Locker space for each student.
- B. Every cosmetology school must have a classroom with a minimum of 400 square feet, entirely separate from the practical work room, equipped with the following:
1. Modern anatomy charts;
 2. Marker or chalkboard, minimum 4 feet by 6 feet;
 3. Sufficient seating with facilities for classroom work, such as taking notes.
- C. The area designated for classrooms or practical workrooms shall not be used for any other purpose.

RESPONSIBILITIES OF STUDENTS

§321. Responsibilities of Students

- A. Students, except for student instructors, shall not be allowed to perform any professional cosmetology work until they have completed training, taken the state Board examination, and received the initial license. Any student found to be in violation of this rule will forfeit all hours completed in beauty school and the school knowingly permitting the violation of this provision will place its license in jeopardy.
- B. Students attending beauty schools shall not provide cosmetology services whether for a fee or not in any licensed beauty salon or anywhere. This regulation applies even though the student's immediate family or the students themselves might be owner or have an interest in the beauty salon in question, or jeopardy of the student's losing a portion of or all of their hours.
- C. School Uniforms. Students attending schools shall maintain a professional image and shall wear clean uniforms.
1. Female students may wear pants or skirts; however, skirt hemlines must not be shorter than just above the knee.
 2. Students may wear white lab coats with white shirt and black trousers.
 3. Students must wear clean, enclosed shoes with sock and/or hose.
 4. Students shall wear a nametag with their name and the word student.

5. The following items may not be worn:

- | | |
|--|----------------------------------|
| a. leggings; | b. capri pants; |
| c. tube tops; | d. jeans; |
| e. shorts; | f. jogging suits; |
| g. undershirts; | h. sandals; |
| i. flip flops; | j. low waist pants; |
| k. tank tops; | shirts which expose the midriff; |
| m. tops with spaghetti straps; | |
| n. clothing which is made of see through fabric. | |

D. Testing. Students taking examinations shall wear school uniforms as required by this Section except no nametag shall be worn while testing.

§1709. Picture Identification

A. All licensees shall have in their possession a picture identification at any time at which a service is being performed.

§1713. Cheating on Examinations

A. Any person who cheats on an examination administered by the Board shall be disqualified from taking the test for a period of at least three months. Any person who cheats on a subsequent examination shall be ineligible to register for any examination administered by the Board without Board approval.

RESPONSIBILITIES OF SCHOOLS

§315. Responsibilities of Schools

A. Upon enrollment of a student the school must provide the following to the Board:

1. the student enrollment application;
2. a birth certificate, birth card or driver's license;
3. proof of completion of education equal to the tenth grade;
4. a photograph of the student; and
5. the student registration fee.

B. Schools must maintain hour reports for a minimum of three years;

C. Schools must furnish to each student, at a nominal fee, a mannequin upon which the student may practice and may use for the practical examination.

D. Schools shall not have professional departments within the school, nor shall any school owner own or operate a professional salon in connection with a school. School staff members shall not practice in an adjoining salon, while school is in session. There shall be no unsealed connecting doors between schools and salons under the same roof.

E. All schools must maintain a faculty of at least one instructor per every 20 students enrolled. Each faculty shall include a senior instructor who shall have at least 18 months teaching experience in an accredited school of cosmetology. The senior teacher shall

supervise all other faculty members.

F. In the event that the senior instructor resigns or takes a leave of absence, the school shall advise the Board monthly of their efforts to employ a new senior instructor.

G. Any school owner which intends to close any school shall notify the Board in writing as soon as practicable. Copies of documents relative to closure must be provided to the Board office, including, but not limited to teach-out plans and teach-out agreements. The Board shall be the custodian of records for any school which closes.

H. Schools shall post a legible sign not smaller than 6" x 10", at the entrance of each school reading: "Student Work Only".

I. Schools shall not pay commission or any other compensation, discount or fee to a cosmetology, esthetics or manicuring student for work in training done by them.

J. All student registrations must be posted in a conspicuous place.

K. Schools must provide a textbook to each student upon registration.

L. Schools must maintain a library, which shall be available to all students.

M. Schools must post a monthly summary of hours earned by each student.

N. No employee or owner of a school shall knowingly permit students to perform any professional cosmetology work for which they do not possess a license.

A quarterly report listing all current instructors must be submitted by each school at the end of March, June, September and December of each year. See A-5 for a properly completed form.

SAFETY AND SANITATION REQUIREMENTS

§701. Sanitation Requirements for Cosmetology Salons and Cosmetology Schools

A. Beauty salons and cosmetology schools are declared to be businesses affecting the public health, safety and welfare, therefore, sanitation procedures must be followed. Every salon and school shall be adequately lighted, well ventilated and kept in a clean and sanitary condition at all times.

B. Supplies. All beauty shops and salons and cosmetology schools shall have available sterilizers or sanitizers which shall be used in accordance with the manufacturer's instructions. All instruments, including disposable equipment shall be kept clean and sanitized..

C. Combs and brushes must be thoroughly cleaned with soap and water, after each patron has been served, and then immersed in one part water to 10 parts of sodium hypochlorite (bleach), EPA hospital grade disinfectant and or some equally efficient disinfectant according to the manufacturer's instructions.

D. Shampoo boards and bowls must be kept clean at all times.

- E. Towels used for patrons shall be clean and freshly laundered and kept in a closed cabinet designated for clean towels only.
- F. Soiled towels should be kept in a container.
- G. Cosmetologists shall wash their hands with soap and fresh water immediately before serving each patron.
- H. Fluids and powders shall be applied to a patron from a shaker type dispenser so as to prevent the bottle or shaker from contacting the client.
- I. Floor, walls and fixtures must be kept in a clean and sanitary condition at all times.
- J. Carpet or floor cloth shall not be used in any work area.
- K. No facility licensed by the Board shall permit any live animal to be present on the premises except in the case of an animal certified to assist a disabled person.
- L. All facilities shall have an adequate supply of both hot and cold running water and a sufficient number of wash basins on the facility premises.
- M. Hair clipping on the floor must be swept up after each client and shall be disposed of in a covered container.
- N. All tools and implements which come in direct contact with a client shall be sanitized or disposed of after each use.
- O. New and/or sanitized and cleaned tools and implements shall be stored separately from all others.
- P. Storage cabinets, workstations and vanities shall be cleaned after each client.
- Q. Blood spill kits must be available in every salon and school.

SCHOOL LICENSING

Louisiana Revised Statute 37:594(A) prohibits the operation of a school of cosmetology without a certificate of registration.

§ 503. School Licenses Issued to Legal Entities

A. Any corporation, association, partnership or other legal entity applying for a license to operate a school shall provide the following to the Board:

1. the name and address of each place of business maintained by the entity in the state;
2. a financial statement;

3. articles of incorporation, articles of organization, partnership agreement or other organizational documentation;
 4. names, addresses and interests of partners, members or stockholders; for the purpose of this subsection a landlord or lessor of equipment paid a percentage exceeding 20 percent shall be considered an owner or partner;
 5. name and address of individual managing officer or partner;
- B. A change of ownership of thirty-five percent or greater shall require submission of all information required by this subsection A.

Louisiana Revised Statute 37:590. Renewal of certificates of registration

A.(1) Every beauty shop owner, booth renter, manager of a beauty shop, and school shall, on or before January thirty-first of each calendar year, renew his or its certificate of registration.

Every certificate of registration which has not been timely renewed shall expire on the following first day of March, at which time the holder of such certificate of registration may have his certificate renewed only upon fulfilling the requirements provided for by this Chapter and paying the restoration fee provided in R.S. 37:599.

Violations:

Louisiana Revised Statutes 37:595(A) provides:

- A. All schools registered by the board shall do the following:
- (1) Possess apparatus and equipment sufficient for the ready and full teaching of its entire curriculum.
 - (2) Have a total floor space of not less than thirty-five hundred square feet with a minimum of four hundred square feet of floor space for each classroom.
 - (3) Be supervised by a registered teacher of cosmetology in active practice, with at least eighteen months of teaching experience in an accredited school of cosmetology approved by the board.
 - (4) Employ as instructors persons who are teachers registered by the board, at least one of whom shall have been a registered teacher and in active practice for at least eighteen months.
 - (5) Maintain a record of the attendance of each student and a record of the progress of each student in achieving the required proficiency.
 - (6) Establish a grading system and require passage of examinations for issuance of diplomas.
 - (7) Maintain facilities as required by the board.

The employment of an unlicensed instructor or an inactive instructor in a teaching position is in violation of Louisiana Revised Statute 37:595(A)(4). Any teacher holding an inactive certification must activate his certification by providing evidence of completion of the required continuing education courses in that same year, Louisiana Revised Statute 37:589.

GUIDELINES FOR A SCHOOL CLOSING

§315. Responsibilities of Schools

G. Any school owner which intends to close any school shall notify the Board in writing as soon as practicable. Copies of documents relative to closure must be provided to the Board office, including, but not limited to teach-out plans and teach-out agreements. The Board shall be the custodian of records for any school which closes.

GUIDELINES FOR A SCHOOL CHANGING LOCATION OR CHANGE OF OWNERSHIP AND DESTRUCTION OF PREMISES AND REMODELING

Change of Location

Louisiana Revised Statute 37:594(C) provides:

C. Any licensed school shall notify the board in writing of the intent to relocate the school and give the proposed location and a description of any proposed improvements to be made to the site, including the approximate square footage. Upon approval of the location, the school shall comply with the requirements set forth in Paragraphs (2) through (7) of Subsection B of this Section and submit a change of address notice fee in accordance with R.S. 37:599.

Louisiana Revised Statute 37:594 (B) (2) through (7) provide:

§594. Application for school certificate of registration; change of location; change of ownership

B. Any person desiring to operate a cosmetology school shall:

- (1) Notify the board in writing of his intent to open a new school and identify the maximum number of students to be enrolled at any time and the proposed location of the school. The applicant shall provide a description of any proposed improvements to be made to the site, including the approximate square footage.
- (2) Pay the fee for the initial school premises inspection set forth in R.S. 37:599.
- (3) Receive an inspection report from the board indicating that the floor space is adequate.
- (4) Receive approval of the location by the board.
- (5) Submit a detailed floor plan drawn to scale, including the arrangement of classrooms, placement of equipment, electrical outlets, ventilation equipment, plumbing and lighting, the locations of all outside entrances and exits, and the square footage for each area.
- (6) Submit a copy of the lease, if the space is to be leased.
- (7) Submit approval from the local fire safety inspector indicating that fire safety requirements have been met.

§1705. Destruction of Premises

A. When any school or salon made unusable by virtue of storm, fire, flood or any other act of God or by virtue of expropriation proceedings and the premises selected to permanently replace such facility will be inspected without an inspection fee, provided that such facility is replaced within six months of its destruction.

B. Any school or salon which is repaired or replaced in its exact location will be Acceptable provided that it is reconstructed in no less size that existed prior to its Destruction.

C. When temporary premises are necessary for the continuance of operation during the repair, the board member for the area involved may approve such premises provided such premises are temporary with a specific termination date set forth for their use and further provided that such premises are sanitary and sufficient for use during the state time period.

§1707. Remodeling

A. When any school or salon desires to remodel its premises, application shall be made to the Board. If remodeling requires the use of temporary premises for the continuance of operation during remodeling, the Board member for the area may approve such premises as are adequate provided such premises are sanitary and sufficient for use during the stated time period.



LOUISIANA STATE BOARD OF COSMETOLOGY
STUDENT ENROLLMENT APPLICATION

A-1

INSTRUCTIONS

THIS FORM MUST BE USED TO ENROLL ALL STUDENTS IN SCHOOL, INCLUDING NEW, TRANSFERS AND THOSE SEEKING ADDITIONAL TRAINING. PLEASE PROVIDE THE ADDITIONAL INFORMATION AS REQUIRED FOR YOUR STUDENT TYPE ALONG WITH THIS COMPLETED APPLICATION. (REFER TO X'ED BOXES AT RIGHT)

1. COPY OF BIRTH CERTIFICATE (PREFERRED) OR DRIVERS LICENSE FOR PROOF OF AGE.
2. PROOF OF EDUCATION (MUST HAVE COMPLETED 10TH GRADE OR EQUIVALENT) PHOTOCOPY OF DIPLOMA(S) OR TRANSCRIPT(S).
3. TWO PHOTOGRAPHS MEASURING APPROXIMATELY 2" X 2".
4. \$10.00 ENROLLMENT FEE. (FIRST 'IN STATE' TRANSFER AT NO CHARGE)

NEW	TRANSFER	ADDITIONAL TRAINING
X		
X		
X		
X	X	

TO BE COMPLETED BY APPLICANT

1. NAME (LAST, FIRST, MI, MAIDEN)

Doe Jane D

2. SOCIAL SECURITY NUMBER

999-99-9999

3. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE)

11622 Sun Belt Ct. Baton Rouge, LA 70809

4. DATE OF BIRTH

MO. DAY YEAR

2 14 74

5. TELEPHONE NUMBER

225-756-3404

6. EDUCATION

CIRCLE LAST GRADE COMPLETED

8 9 10 11 12 GED

7. YEAR LAST GRADE WAS COMPLETED

1992

8. SCHOOL WHERE LAST GRADE WAS COMPLETED

Pebbles High School

9. SCHOOL ADDRESS (CITY AND STATE)

Pebbles, LA 71111

10. CHARACTER REFERENCES

a. NAME

John Doe

ADDRESS (STREET, CITY, STATE, ZIP, PHONE NUMBER)

b. Cookie Jar

512 Orange St. Pebbles, LA 71111

111 Lemon Dr. Stones, LA 71112

IF ANSWERS TO QUESTIONS 1 OR 2 ARE YES, PLEASE EXPLAIN.

- HAVE YOU
1. EVER BEEN ENROLLED IN A LOUISIANA COSMETOLOGY SCHOOL? IF YES, ATTACH CERTIFICATION OF CONTRACTUAL FEES.
 2. EVER BEEN LICENSED AS A COSMETOLOGIST, HAIRDRESSER OR MANICURIST IN LOUISIANA OR ELSEWHERE?

YES NO
☐ ☒
☐ ☒

12. EXPLANATION

I HEREBY MAKE APPLICATION TO ENROLL IN THE FOLLOWING COSMETOLOGY SCHOOL

13. COSMETOLOGY SCHOOL NAME

Union Cosmetology School of Arts

14. SCHOOL LICENSE NUMBER

555 666-0

15. SCHOOL ADDRESS

101 Mickey Mouse St. Mickey, LA 71113

16. TELEPHONE NUMBER

(225) 123-4567

17. FOR THE FOLLOWING COURSE

- ☒ COSMETOLOGY ☐ ESTHETICS ☒ FULL-TIME
☐ COSMETOLOGY INSTRUCTOR ☐ BRUSH UP ☐ PART-TIME
☐ MANICURIST ☐ ADVANCED ☐ EVENING

18. PLEASE INDICATE THE NUMBER OF HOURS ATTENDING EACH DAY

SUNDAY				
MONDAY	8	WEDNESDAY	8	FRIDAY
TUESDAY	8	THURSDAY	8	SATURDAY

19. I HEREBY SWEAR AND AFFIRM THAT THIS APPLICATION IS COMPLETE AND THE ANSWERS SET FORTH ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND I MUST BE REGISTERED WITH THE LOUISIANA STATE BOARD OF COSMETOLOGY AND I WILL BE ALLOWED CREDIT FOR SCHOOL ATTENDANCE IN ACCORDANCE WITH LOUISIANA ADMINISTRATIVE CODE 46:XXXI.715.

APPLICANT SIGNATURE

Jane Doe

TO BE COMPLETED BY COSMETOLOGY SCHOOL

20. THE ABOVE NAMED APPLICANT HAS BEEN ACCEPTED FOR ENROLLMENT INTO OUR SCHOOL AND MAY BEGIN WITH OUR CLASS STARTING 8/1/2003

WE HEREBY CERTIFY THAT THIS APPLICATION HAS BEEN COMPLETED TO THE BEST OF OUR

EDGE
IE OF SCHOOL

Signature of Owner or Registrar

Disney World



LOUISIANA STATE BOARD OF COSMETOLOGY
NOTICE OF TERMINATION

Pink

A-2

INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

1. THIS FORM IS TO BE COMPLETED FOR EITHER STUDENT OR INSTRUCTORS WHO HAVE DISCONTINUED TRAINING.

2. MAIL COMPLETED FORM AND LICENSE TO: LOUISIANA STATE BOARD OF COSMETOLOGY,
11622 SUNBELT COURT, BATON ROUGE, LA 70809

LICENSE MUST BE ATTACHED OR TERMINATION WILL NOT BE ACCEPTED.

STUDENT PERSONAL DATA

NAME OF STUDENT

John Doe

STUDENT ADDRESS

STREET

CITY

ZIP CODE

STATE

2421 Orange Blvd. Robuck LA 70124

NAME OF SCHOOL

Cosmetology of Hair

TRAINING INFORMATION

LAST DATE OF PHYSICAL
ATTENDANCE OF
STUDENT

2-1-02

TOTAL NUMBER OF
MONTHS ATTENDED

2

HOURS 74

LIST BELOW THE TOTAL ACCUMULATED HOURS FOR THE ABOVE-NAMED STUDENT IN EACH OF THE SUBJECT AREAS.

COSMETOLOGY COURSE		MANICURING COURSE		ETHICS COURSE	
SUBJECT	TOTAL HOURS	SUBJECT	TOTAL HOURS	SUBJECT	TOTAL HOURS
CUTTING, FINGER WAVES, SETTING, PIN CURLS, HAIR DESIGN, COMBOUS		MANICURIST, THERAPY PREPARATION, BACTERIOLOGY, STERILIZATION, SANITATION, HYGIENE, PERSONALITY, PEDICURING, BONES, MUSCLES OF ARM/HAND		PROFESSIONAL PRACTICES BACTERIOLOGY, STERILIZATION, SANITATION, PROFESSIONAL ETHICS, BUSINESS PRACTICES	
HAIRSTYLING				SCIENCES HISTOLOGY OF SKIN, DERMATOLOGY PHYSIOLOGY, CHARACTERISTICS OF THE SKIN, NUTRITION & FUNCTIONS OF HUMAN SYSTEMS, COSMETIC CHEMISTRY, ANATOMY	
SHAMPOO & RINSES	22				
DYING, COLORING, TINTING, BLEACHING					
PERMANENT WAVES, HAIR RELAXING					
STATE BOARD RULES	22	OIL & LACTOL MANICURE FIRST AID, EQUIPMENT & SUPPLIES, ADVERTISING, PROFESSIONAL ETHICS SALESMANSHIP ACTUAL PRACTICE OF MANICURING		FACIAL TREATMENTS FACIAL MASSAGE, ELECTRICAL CURRENT FACIAL TREATMENTS, OTHER FACIAL TREATMENTS	
SAFETY MEASURES, SHOP MANAGEMENT, RETAILING, PEOPLE SKILLS, CLIENT CONSULTATION				HAIR REMOVAL	
ANATOMY PHYSIOLOGY, BACTERIOLOGY, SANITATION	30			MAKEUP	
SKIN CARE, HAIR CARE, FACIAL MASSAGE & TREATMENT				BODY TREATMENT	
BASIC MANICURING					
TOTAL HOURS	74	TOTAL HOURS		TOTAL HOURS	

SCHOOL

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND COMPLETE.

SCHOOL SEAL

SIGNATURE OF SCHOOL

DATE

Tammy Tipton

2-1-02

STUDENT AGREEMENT

I AGREE THAT THE HOURS AND MONTHS CREDIT GIVEN ARE CORRECT AND I HAVE RECEIVED A COPY OF THIS TERMINATION.

SIGNATURE OF STUDENT

DATE

John Doe

2-1-02



STATE OF LOUISIANA
BOARD OF COSMETOLOGY
CERTIFICATION OF CONTRACTUAL FEES

Blue A-3

Notice Color of

SECTION I OR II MUST BE COMPLETED BY SCHOOL OWNER OR AUTHORIZED SCHOOL PERSONNEL
OFFICIAL SIGNATURE MUST BE NOTARIZED.

SECTION I - CERTIFICATION OF PAYMENT OF CONTRACTUAL FEES

STUDENT NAME (LAST, FIRST, MI, MAIDEN, SS #)

► Doe, John

199-99-9991

This is to certify that the above named student has paid all contractual fees, pursuant to Louisiana R.S. 37:508.B to this school and is therefore eligible to be scheduled for examination or transfer by the Louisiana State Board of Cosmetology.

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED PERSONNEL

► Tammy Tipton

NAME OF SCHOOL

Cosmetology of Hair

NOTARY PUBLIC EMBOSSEER SEAL

STATE

LA

PARISH/CITY

SUBSCRIBED AND SWORN BEFORE ME, THIS

23rd

DAY OF March

2002

NOTARY PUBLIC SIGNATURE

Bobby Doe

MY COMMISSION
EXPIRES

2004

NOTARY PUBLIC NAME (TYPED OR PRINTED)

Bobby Doe

USE RUBBER STAMP IN CLEAR AREA BELOW

DO NOT CUT THIS FORM IN HALF

SECTION II - CERTIFICATION OF NON-PAYMENT OF CONTRACTUAL FEES

STUDENT NAME (LAST, FIRST, MI, MAIDEN)

► Mary Doe

199-99-9991

This is to certify that the above named student entered into a contract with this school on or after August 21, 1992 and has not paid all contractual fees pursuant to Louisiana R.S. 37:508.B/37:542.0 to this school. Upon payment of all said contractual fees I shall file a Certification of Payment of Contractual Fees with the Louisiana State Board of Cosmetology within 10 days of said payment. I understand that the above named individual will not be eligible for examination or transfer in the state of Louisiana until all contractual fees have been paid and I have submitted the required certification.

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED PERSONNEL

► Tammy Tipton

NAME OF SCHOOL

Cosmetology of Hair

NOTARY PUBLIC EMBOSSEER SEAL

STATE

LA

PARISH/CITY

SUBSCRIBED AND SWORN BEFORE ME, THIS

23rd

DAY OF March

2002

NOTARY PUBLIC SIGNATURE

Bobby Doe

MY COMMISSION
EXPIRES

2004

NOTARY PUBLIC NAME (TYPED OR PRINTED)

Bobby Doe

USE RUBBER STAMP IN CLEAR AREA BELOW

A-4c

School Certification Number: 2468101274-1

For the Month of September 2006

(Leave of
Absence)

This report must be submitted to the Board office within 15 days after the month's end

School Owner/Administrator Signature T. Short Administrator
Revised 09/2000

LOUISIANA STATE BOARD OF COSMETOLOGY
11622 SUNBELT COURT
BATON ROUGE, LOUISIANA 70809
(504)756-3404

APPLICATION FOR NATIONAL THEORY EXAMINATION

Name in Full Jane D. Doe
Address 11622 Sunbelt Court
City Baton Rouge State LA Zip 70809
Age 29 Birthdate 2/14/74 Social Security Number 999-99-9999
Phone Number 225-756-3404
Name of Beauty School Attended Union Cosmetology School of Arts
Address 101 Mickey St., Mickey, LA 71113
Hours of Attendance in School 1016.5
Signature of Instructor of School Attended Disney Wald

A FEE OF THIRTY DOLLARS (\$30) FOR A RESIDENT, FORTY (\$40) FOR A NONRESIDENT MUST ACCOMPANY THIS APPLICATION. FEES ARE NONREFUNDABLE.

ALL REMITTANCES MUST BE MADE IN THE FORM OF MONEY ORDER, CERTIFIED OR CASHIER'S CHECK, PAYABLE TO LOUISIANA STATE BOARD OF COSMETOLOGY.

I understand that if I fail to show for my scheduled examination without proper notification, a seven day notice or 24 hour emergency notice, I will be required upon reapplication to submit a \$25.00 administrative fee.

Jane Doe
Applicant

4/1/04
Date

If you have a disability and may require some accommodation in taking this examination, be sure to fill out and submit the "Request for Accommodation" form along with this application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.



LOUISIANA STATE BOARD OF COSMETOLOGY
APPLICATION FOR EXAMINATION AS
REGISTERED COSMETOLOGIST, MANICURIST, ESTHETICIAN

A-1

GREEN FORM

PLEASE TYPE OR PRINT

INSTRUCTIONS

1. INCLUDE INITIAL LICENSE FEE OF \$25 FOR RESIDENT AND \$50 NON RESIDENT.
2. STUDENT LICENSE AND A CERTIFICATION OF PAYMENT OF CONTRACTUAL FEES (STUDENTS ONLY) MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED.
3. MAIL COMPLETED APPLICATION AND LICENSE TO: LOUISIANA STATE BOARD OF COSMETOLOGY, 11622 SUNBELT COURT, BATON ROUGE, LOUISIANA 70809.

APPLICANT PERSONAL DATA

I HEREBY MAKE APPLICATION FOR LICENSE
BY EXAMINATION TO PRACTICE:

- ☒ COSMETOLOGY
☐ ESTHETICS
☐ MANICURING

STUDENT NUMBER

- ☐ MR.
☒ MS.
☐ MRS.

FULL NAME

FIRST

MIDDLE

LAST

Jane

D.

Doe

PERMANENT ADDRESS

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

11622 Sunbelt Court, Baton Rouge, LA 70809 East Baton Rouge

TELEPHONE NUMBER

DATE OF BIRTH

AGE

SOCIAL SECURITY NO.

(225) 756-3404

MONTH

DAY

YEAR

2

14

74

29

999-99-9999

FORMAL EDUCATION

EDUCATION

CIRCLE LAST GRADE COMPLETED

8 9 10 11 ☒ 12 GED

NAME OF SCHOOL WHERE LAST GRADE COMPLETED

Pebbles High School

SCHOOL ADDRESS

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

201 Bam Bam Lane, Pebbles, LA 71111 Wilmette

COSMETOLOGY EDUCATION

NAME OF SCHOOL

Union Cosmetology School of Arts

SCHOOL LICENSE NUMBER

555 666-0

LOCATION

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

101 Mickey Mouse St., Mickey, LA 71113 Minnie

DATE ENROLLED

MONTH

DAY

YEAR

8

1

03

DATE COMPLETED TRAINING

MONTH

DAY

YEAR

8

15

04

TOTAL NUMBER OF HOURS COMPLETED

1500.0

I UNDERSTAND THAT IF I FAIL TO SHOW FOR MY SCHEDULED EXAMINATION WITHOUT PROPER NOTIFICATION, A SEVEN DAY NOTICE OR 24 HOUR EMERGENCY NOTICE, I WILL BE REQUIRED UPON REAPPLICATION TO SUBMIT A \$25.00 ADMINISTRATIVE FEE.

Jane Doe
Applicant

8/20/04
Date

If you have a disability and may require some accommodation in taking this examination, be sure to fill out the "Request Accommodation" form along with the application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodations on-site.



State of Louisiana
Louisiana State Board of Cosmetology
(225) 756-3404
FAX (225) 756-3410

A-7

M. J. "MIKE" FOSTER, JR.
Governor

JOHN JAY
Chairman
New Orleans, Louisiana

CAROLYN L. ROBICHEAUX
Vice-Chairman
Franklin, Louisiana

SARAPHIA T. WILSON
Executive Director

BOARD MEMBERS

JUANITA ALLWELL
Ferriday, Louisiana

FRANCES HAND
Denham Springs, Louisiana

MICHAEL P. HÖRNING
Franklinton, Louisiana

NOLA MEYERS
Abbeville, Louisiana

NONA ROBILLARD
Baton Rouge, Louisiana

BERNICE SMITH
Shreveport, Louisiana

Student Field Trips, Workshops, Shows and Community Service Reporting Form

Student Name Jane D. Doe
SSN 999-99-9999
Name of school Union Cosmetology School of Arts

Please select the proper type and use the two letter code:

Field trip- FT Workshop- WS
Show- SH Community Service- CS

Type of trip taken	Date of Trip	Location	Number of hours credited	Name/ SSN of Instructor accompanying students
FT	11/15/03	Hair Salon (to observe) 602 Main St., Pebbles, LA	4	Disney World 665-55-6565
SH	1/3/04	Trade Show, New Orleans, LA	8	Donnie Duck 265-65-2525
WS	2/2/04	styling gel sponsored by Supply house	6	Disney World 665-55-6566
CS	3/14/04	Nursing home	3	Donnie Duck 265-65-2525

Signature of student Jane Doe Date 4/10/04
Signature of senior instructor Disney World Date 4/10/04

APPLICATION FOR RETAKE & NO SHOW EXAM(S)

A-8

LOUISIANA STATE BOARD OF COSMETOLOGY
11622 SUNBELT COURT
BATON ROUGE, LOUISIANA 70809
(225) 756-3404

PLEASE CHECK EXAM(S) STUDENT IS REQUESTING TO RETAKE:

☒ National ☐ State ☐ Practical

PLEASE CHECK EXAM(S) STUDENT DID NOT APPEAR FOR:

☐ National ☐ State ☐ Practical

☐ National Retake ☐ State Retake ☐ Practical Retake

Name in Full Jane D. Doe

Address 11622 Sunbelt Court

City Baton Rouge State LA Zip 70809

Age 29 Birthdate 2/14/74 Social Security Number 999-99-9999

Phone Number (225) 756-3404

Name of Beauty School Attending Union Cosmetology School of Arts

School Address 101 Mickey St., Mickey, LA 71113

Hours of Attendance in School 1301.0

Signature of Instructor Disney World

A FEE OF FIFTY DOLLARS (\$50.00) MUST ACCOMPANY THIS APPLICATION.
FEES ARE NON-REFUNDABLE.

ALL REMITTANCES MUST BE MADE IN THE FORM OF MONEY ORDER,
CERTIFIED OR CASHIER'S CHECK, PAYABLE TO LOUISIANA STATE BOARD OF
COSMETOLOGY.

**I understand that if I fail to show for my scheduled examination without proper
notification, a seven day notice or 24 hour emergency notice, I will be required upon
re-application to submit a \$25.00 NO-SHOW fee.**

Jane Doe
Applicant

4/12/04
Date

If you have a disability and may require some accommodation in taking this examination,
be sure to fill out and submit the "Request for Accommodation" form along with this
application. If accommodation is not requested in advance, we cannot guarantee the
availability of accommodation on site.

LOUISIANA STATE BOARD OF COSMETOLOGY
11622 Sunbelt Court
Baton Rouge, LA 70809
(225) 756-3404
FAX (225) 756-3409

A-9
must
Send in
both att
forms

Administrative Policy and Procedures

Examination Administration for Persons with Disabilities

The Louisiana State Board of Cosmetology will provide accommodations for persons with disabilities who are taking licensure or certification examinations.

For the purpose of this policy, the term disability means a permanent or temporary physical or mental impairment, which limits or prevents an examination candidate from taking the examination in the same manner and under the same conditions as those candidates who do not have disabilities. Examples of disability include but are not limited to visual, speech hearing, and orthopedic impairments and specific learning disabilities. The basis for such impairments include but are not limited to cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, HIV disease, tuberculosis, drug addiction and alcoholism.

Examination candidate's with environmental, cultural, language or economic disadvantages are not considered, for this policy to have disabilities.

Persons with disabilities who wish accommodations must meet the requirements for examination modification as specified by the examination service when **NATIONALLY STANDARDIZED EXAMINATIONS** are used and when such requirements are in place. Persons with disabilities who wish accommodations must meet the requirements as specified by this policy when **STATE DEVELOPED EXAMINATIONS** are used or when there are no other requirements in place. The purpose of providing accommodations in testing is to minimize the impact of disability in order to enable the individual to demonstrate mastery of the subject being testing.

Any cost for accommodations will not be the responsibility of the applicant, but shall be the responsibility of the Board or the testing service. However, the person taking the test may provide his/her own equipment or accommodation if the person desires.

Pursuant to the Americans with Disabilities Act (ADA), agencies and associations that provide certification/credentialing programs for professional and trade purposes are required to assure that such programs do not discriminate on the basis of disability. The compliance deadline for this section of ADA was January 26, 1992. The ADA requires organizations administering examinations to offer the examination in an accessible location and to provide auxiliary aids for the test-taker with a disability. The administering organization is required to make the process of requesting accommodation readily available.

The ADA allows the administering agency to ask for documentation of eligibility and notification of disability-related needs. However, under this law: 1) applicants with disabilities are entitled to, and have the responsibility to meet, the same deadlines for application and submission of documentation as that established for non-disabled individuals; and 2) the Board is not allowed to request disability-related information beyond what is necessary to establish the validity of the request for accommodation.

Any disability-related information is CONFIDENTIAL INFORMATION. When the Board receives documentation of disability from an applicant, we assume responsibility for maintaining its confidentiality. Access to disability-related information will be on a need-to-know basis; and it will be made available only for the purpose of assuring appropriate accommodation. The Board is legally prohibited from releasing to any outside entity, any information or documentation provided by the applicant in requesting accommodation. Verification of disability-related accommodations provided by the Board or testing service can be released only upon express written request of the applicant.

Licensed Cosmetologist, manicurists, estheticians, instructors and students are disqualified as readers. Readers will be required to provide a source of identification such as a driver's license or identification card from Motor Vehicle.

PROCEDURE:

- A. Examination applicants who wish accommodations to take examinations must request such at the time they make applications for an examination or within at least 30 days prior to the examination date; and provide documentation of the accommodation needed.
- B. All applications for licensure or certification examination must contain the following statement: "If you have a disability and may require some accommodation in taking this examination, be sure to fill out and submit the 'Request for Accommodation' form along with this application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site."
- C. Upon receipt of such request, the Board or its designated staff person (s) shall review the request and inform the applicant of the Board's decision within 10 days, by using Attachment A.
- D. The Board will allow the equipment or personnel needed for accommodations to be provided by the applicant, if the applicant wished to provide such equipment or personnel.

Documentation for Disability Related Needs

If you have a learning disability, psychological disabilities, or other hidden disabilities that requires an accommodation in testing, please have this section completed by an appropriate professional (doctor, psychiatrist, or psychologist) to certify that your disability condition requires the requested test accommodations.

IF YOU HAVE EXISTING DOCUMENTATION OF HAVING THE SAME OR SIMILAR ACCOMMODATIONS PROVIDED TO YOU IN ANOTHER TEST SITUATION, YOU MAY SUBMIT SUCH DOCUMENTATION INSTEAD OF HAVING THIS PORTION OF THE FORM COMPLETED.

I have known (Test Applicant) Jane Doe since (Date) 7/12/2003 in my capacity as (Professional Title) Medical Doctor.

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following: (Check all that apply)

☐ Large print test

☒ Extended Time:

☐ Time and a half

☒ Double time

☐ More than double time (please specify)

☐ Separate Testing area

☐ Other (please specify)

Signed:

Daffy Duck, M.D.

Date:

12/15/03

ACCOMMODATION REQUEST FORM

The information requested below and any documentation regarding your disability and your need for accommodations in testing will be considered strictly confidential and will not be shared with any outside source without your expressed written permission.

Name: Jane Doe

Address: 11622 Sunbelt Court, Baton Rouge, LA 70809

Phone #: 225-756-3404 SS#: 999-99-9999

Accommodations requested for the Cosmetology national + state examination.

Please check all that apply:

☐ Accessible testing site

☐ Braille *request has to be placed **ONE MONTH** in advance.

☐ READER as accommodation for visual impairment.

☒ READER as accommodation for learning disability.

☐ Sign language Interpreter

☒ Extended Time

☐ Time and a half

☒ Double Time

☐ More than double time (specify):

☐ Other: _____

Comments: _____

Signed: Jane Doe Date: 4/1/04

****Some accommodation requests may require additional documentation.**



State of Louisiana
Louisiana State Board of Cosmetology
(225) 756-3404
FAX (225) 756-3410

M. J. "MIKE" FOSTER, JR.
Governor

JOHN JAY
Chairman
New Orleans, Louisiana

CAROLYN L. ROBICHEAUX
Vice-Chairman
Franklin, Louisiana

SARAPHIA T. WILSON
Executive Director

BOARD MEMBERS

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NOLA MEYERS
Abbeville, Louisiana

NONA ROBILLARD
Baton Rouge, Louisiana

BERNICE SMITH
Shreveport, Louisiana

INSTRUCTOR QUARTERLY ROSTER

NAME: Disney World
ADDRESS: 335 Epcot Drive, Minnie, LA 71112
LICENSE # 665-55-6565

NAME: Donnie Duck ^{EDCR}
ADDRESS: 371 Daffy Lane, Daisy, LA 71115
LICENSE # 265-65-2525

NAME: Snow E. White ^{EDCR}
ADDRESS: 771 Dwarf Street, Prince, LA 71117
LICENSE # 777-77-7777

SCHOOL NAME: Union Cosmetology School of Arts ^{EDCR}
101 Mickey Mouse St., Mickey, LA 71111

(Circle the appropriate month and indicate the proper year)

FOR: MARCH, JUNE, SEPTEMBER, DECEMBER of the year 2003



M. J. "MIKE" FOSTER, JR.
Governor

JOHN JAY
Chairman
New Orleans, Louisiana

CAROLYN L. ROBICHEAUX
Vice-Chairman
Franklin, Louisiana

SARAPHLA T. WILSON
Executive Director

State of Louisiana
Louisiana State Board of Cosmetology
(225) 756-3404
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Franklinton, Louisiana

NOLA MEYERS
Abbeville, Louisiana

NONA ROBILLARD
Baton Rouge, Louisiana

BERNICE SMITH
Shreveport, Louisiana

Student Registration Transfer Hours

Name John Doe

Address 2481 Tangerine Ct.
Robuck, LA 70126

Social Security No. 199-99-9991

School Registration (School Name) Cosmetology of Hair

Number of Transfer Hours 400

Hours Accepted by School 400

Date 2-3-03

State/ School Transferring From California



LOUISIANA STATE BOARD OF COSMETOLOGY
STUDENT ENROLLMENT APPLICATION

INSTRUCTIONS

THIS FORM MUST BE USED TO ENROLL ALL STUDENTS IN SCHOOL, INCLUDING NEW, TRANSFERS AND THOSE SEEKING ADDITIONAL TRAINING. PLEASE PROVIDE THE ADDITIONAL INFORMATION AS REQUIRED FOR YOUR STUDENT TYPE ALONG WITH THIS COMPLETED APPLICATION. (REFER TO X'ED BOXES AT RIGHT)

1. COPY OF BIRTH CERTIFICATE (PREFERRED) OR DRIVERS LICENSE FOR PROOF OF AGE.
2. PROOF OF EDUCATION (MUST HAVE COMPLETED 10TH GRADE OR EQUIVALENT) PHOTOCOPY OF DIPLOMA(S) OR TRANSCRIPT(S).
3. TWO PHOTOGRAPHS MEASURING APPROXIMATELY 2" X 2".
4. \$10.00 ENROLLMENT FEE. (FIRST "IN STATE" TRANSFER AT NO CHARGE)

NEW	TRANSFER	ADDITIONAL TRAINING
X		
X		
X		
X	X	X

TO BE COMPLETED BY APPLICANT

1. NAME (LAST, FIRST, MI, MAIDEN)

2. SOCIAL SECURITY NUMBER

3. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE)

4. DATE OF BIRTH

5. TELEPHONE NUMBER

6. EDUCATION

7. YEAR LAST GRADE WAS COMPLETED

MO. DAY YEAR

CIRCLE LAST GRADE COMPLETED

8 9 10 11 12 GED ()

8. SCHOOL WHERE LAST GRADE WAS COMPLETED

9. SCHOOL ADDRESS (CITY AND STATE)

10. CHARACTER REFERENCES

NAME

ADDRESS (STREET, CITY, STATE, ZIP, PHONE NUMBER)

11. IF ANSWERS TO QUESTIONS, 1 OR 2 ARE YES, PLEASE EXPLAIN.

- HAVE YOU
1. EVER BEEN ENROLLED IN A LOUISIANA COSMETOLOGY SCHOOL?
IF YES, ATTACH CERTIFICATION OF CONTRACTUAL FEES.
 2. EVER BEEN LICENSED AS A COSMETOLOGIST, HAIRDRESSER OR MANICURIST IN LOUISIANA OR ELSEWHERE?

YES NO

☐ ☐

☐ ☐

12. EXPLANATION

I HEREBY MAKE APPLICATION TO ENROLL IN THE FOLLOWING COSMETOLOGY SCHOOL

13. COSMETOLOGY SCHOOL NAME

14. SCHOOL LICENSE NUMBER

15. SCHOOL ADDRESS

16. TELEPHONE NUMBER

17. FOR THE FOLLOWING COURSE

- ☐ COSMETOLOGY ☐ ESTHETICS ☐ FULL-TIME
☐ COSMETOLOGY INSTRUCTOR ☐ BRUSH UP ☐ PART-TIME
☐ MANICURIST ☐ ADVANCED ☐ EVENING

18. PLEASE INDICATE THE NUMBER OF HOURS ATTENDING EACH DAY

SUNDAY			
MONDAY		WEDNESDAY	FRIDAY
TUESDAY		THURSDAY	SATURDAY

19. I HEREBY SWEAR AND AFFIRM THAT THIS APPLICATION IS COMPLETE AND THE ANSWERS SET FORTH ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND I MUST BE REGISTERED WITH THE LOUISIANA STATE BOARD OF COSMETOLOGY AND I WILL BE ALLOWED CREDIT FOR SCHOOL ATTENDANCE IN ACCORDANCE WITH LOUISIANA ADMINISTRATIVE CODE 46:XXXI.715.

APPLICANT SIGNATURE

TO BE COMPLETED BY COSMETOLOGY SCHOOL

1. THE ABOVE NAMED APPLICANT HAS BEEN ACCEPTED FOR ENROLLMENT INTO OUR SCHOOL AND MAY BEGIN WITH OUR CLASS STARTING

2. I HEREBY CERTIFY THAT THIS APPLICATION HAS BEEN COMPLETED TO THE BEST OF OUR KNOWLEDGE.

NAME OF SCHOOL

SIGNATURE OF OWNER OR REGISTRAR



LOUISIANA STATE BOARD OF COSMETOLOGY
NOTICE OF TERMINATION

☐ STUDENT

INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

1. THIS FORM IS TO BE COMPLETED FOR EITHER STUDENT OR INSTRUCTORS WHO HAVE DISCONTINUED TRAINING.
2. MAIL COMPLETED FORM AND LICENSE TO: LOUISIANA STATE BOARD OF COSMETOLOGY,
11622 SUNBELT COURT, BATON ROUGE, LA 70809
LICENSE MUST BE ATTACHED OR TERMINATION WILL NOT BE ACCEPTED.

STUDENT PERSONAL DATA

NAME OF STUDENT

STUDENT ADDRESS

STREET

CITY

ZIP CODE

STATE

NAME OF SCHOOL

TRAINING INFORMATION

LAST DATE OF PHYSICAL
ATTENDANCE OF
STUDENT

TOTAL NUMBER OF
MONTHS ATTENDED

HOURS

LIST BELOW THE TOTAL ACCUMULATED HOURS FOR THE ABOVE-NAMED STUDENT IN EACH OF THE SUBJECT AREAS.

COSMETOLOGY
COURSE

MANICURING
COURSE

ETHICS
COURSE

SUBJECT

TOTAL
HOURS

SUBJECT

TOTAL
HOURS

SUBJECT

TOTAL
HOURS

HAIRCUTTING, FINGER WAVES,
WIGGERS, PIN CURLS,
HAIR DESIGN, COMBOUTS

HAIRSTYLING

SHAMPOO & RINSES

DYING, COLORING, TINTING,
BLEACHING

PERMANENT WAVES, HAIR
RELAXING

STATE BOARD RULES

SAFETY MEASURES, SHOP MANAGEMENT,
RETAILING, PEOPLE SKILLS, CLIENT
CONSULTATION

ANATOMY PHYSIOLOGY,
BACTERIOLOGY, SANITATION

SKIN CARE, HAIR CARE, FACIAL
MASSAGE & TREATMENT

BASIC MANICURING

TOTAL HOURS

MANICURIST, THERAPY PREPARATION,
BACTERIOLOGY,
STERILIZATION,
SANITATION,
HYGIENE,
PERSONALITY,
PEDICURING,
BONES, MUSCLES
OF ARM/HAND

OIL & LACTOL MAINCURE
FIRST AID, EQUIPMENT & SUPPLIES,
ADVERTISING, PROFESSIONAL ETHICS
SALESMANSHIP
ACTUAL PRACTICE OF MANICURING

TOTAL HOURS

PROFESSIONAL PRACTICES
BACTERIOLOGY, STERILIZATION,
SANITATION, PROFESSIONAL ETHICS,
BUSINESS PRACTICES

SCIENCES
HISTOLOGY OF SKIN, DERMATOLOGY
PHYSIOLOGY, CHARACTERISTICS
OF THE SKIN, NUTRITION & FUNCTIONS
OF HUMAN SYSTEMS, COSMETIC CHEMISTRY,
ANATOMY

FACIAL TREATMENTS
FACIAL MASSAGE,
ELECTRICAL
CURRENT FACIAL
TREATMENTS,
OTHER FACIAL
TREATMENTS

HAIR REMOVAL

MAKEUP

BODY TREATMENT

TOTAL HOURS

SCHOOL

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND COMPLETE.

SIGNATURE OF SCHOOL

DATE

SCHOOL SEAL

STUDENT AGREEMENT

I AGREE THAT THE HOURS AND MONTHS CREDIT GIVEN ARE CORRECT AND I HAVE
RECEIVED A COPY OF THIS TERMINATION.

SIGNATURE OF STUDENT

DATE



STATE OF LOUISIANA
BOARD OF COSMETOLOGY
CERTIFICATION OF CONTRACTUAL FEES

SECTION I OR II MUST BE COMPLETED BY SCHOOL OWNER OR AUTHORIZED SCHOOL PERSONNEL.
OFFICIAL SIGNATURE MUST BE NOTARIZED.

SECTION I - CERTIFICATION OF PAYMENT OF CONTRACTUAL FEES

STUDENT NAME (LAST, FIRST, MI, MAIDEN, SS #)

This is to certify that the above named student has paid all contractual fees, pursuant to Louisiana R.S. 37:508.B to this school and is therefore eligible to be scheduled for examination or transfer by the Louisiana State Board of Cosmetology.

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED PERSONNEL

NAME OF SCHOOL

NOTARY PUBLIC EMBOSSEER SEAL

STATE

PARISH, CITY

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

19

NOTARY PUBLIC SIGNATURE

MY COMMISSION
EXPIRES

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC NAME (TYPED OR PRINTED)

DO NOT CUT THIS FORM IN HALF

SECTION II - CERTIFICATION OF NON-PAYMENT OF CONTRACTUAL FEES

STUDENT NAME (LAST, FIRST, MI, MAIDEN)

This is to certify that the above named student entered into a contract with this school on or after August 21, 1992 and has not paid all contractual fees, pursuant to Louisiana R.S. 37:508.B/37:542.C to this school. Upon payment of all said contractual fees I shall file a Certification of Payment of Contractual Fees with the Louisiana State Board of Cosmetology within 10 days of said payment. I understand that the above named individual will not be eligible for examination or transfer in the state of Louisiana until all contractual fees have been paid and I have submitted the required certification.

SIGNATURE OF SCHOOL OWNER OR AUTHORIZED PERSONNEL

NAME OF SCHOOL

NOTARY PUBLIC EMBOSSEER SEAL

STATE

PARISH, CITY

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

19

NOTARY PUBLIC SIGNATURE

MY COMMISSION
EXPIRES

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC NAME (TYPED OR PRINTED)

11622 Sunbelt Court
Baton Rouge, LA 70809-4208

(This Monthly Report Must be In the office by 2nd Tuesday of Each Month.)

Month

Year

HOURS

DO NOT STRIKE OVER FIGURES — MAXIMUM HOURS ALLOWED PER WEEK — 48

NAME OF BEAUTY SCHOOL _____

ADDRESS _____

Signature of School Owner

APPLICATION FOR NATIONAL & STATE EXAMS

LOUISIANA STATE BOARD OF COSMETOLOGY
11622 SUNBELT COURT
BATON ROUGE, LOUISIANA 70809
(225)756-3404

PLEASE CHECK: ☐ BATON ROUGE ☐ SHREVEPORT

Name in Full _____

Address _____

City _____ State _____ Zip _____

Age _____ Birthdate _____ Social Security Number _____

Phone Number () _____

Name of Beauty School Attending _____

School Address _____

Hours of Attendance in School _____

Signature of Instructor _____

A FEE OF FIFTY DOLLARS (\$50.00) MUST ACCOMPANY THIS APPLICATION. FEES ARE NON- REFUNDABLE.

ALL REMITTANCES MUST BE MADE IN THE FORM OF MONEY ORDER, CERTIFIED OR CASHIER'S CHECK, PAYABLE TO LOUISIANA STATE BOARD OF COSMETOLOGY.

****I understand that if I fail to show for my scheduled examination without proper notification, a seven day notice or 24 hour emergency notice, I will be required upon re-application to submit a \$25.00 NO-SHOW fee.****

Applicant

Date

If you have a disability and may require some accommodation in taking this examination, be sure to fill out and submit the "Request for Accommodation" form along with this application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodation on site.

APPLICATION FOR RETAKE & NO SHOW EXAM(S)

LOUISIANA STATE BOARD OF COSMETOLOGY
11622 SUNBELT COURT
BATON ROUGE, LOUISIANA 70809
(225) 756-3404

PLEASE CHECK EXAM(S) STUDENT IS REQUESTING TO RETAKE:

☐ National ☐ State ☐ Practical

PLEASE CHECK EXAM(S) STUDENT DID NOT APPEAR FOR:

☐ National ☐ State ☐ Practical

☐ National Retake ☐ State Retake ☐ Practical Retake

Name in Full _____

Address _____

City _____ State _____ Zip _____

Age _____ Birthdate _____ Social Security Number _____

Phone Number(____) _____

Name of Beauty School Attending _____

School Address _____

Hours of Attendance in School _____

Signature of Instructor _____

A FEE OF FIFTY DOLLARS (\$50.00) MUST ACCOMPANY THIS APPLICATION.
FEES ARE NON-REFUNDABLE.

ALL REMITTANCES MUST BE MADE IN THE FORM OF MONEY ORDER,
CERTIFIED OR CASHIER'S CHECK, PAYABLE TO LOUISIANA STATE BOARD OF
COSMETOLOGY.

****I understand that if I fail to show for my scheduled examination without proper
notification, a seven day notice or 24 hour emergency notice, I will be required upon
re-application to submit a \$25.00 NO-SHOW fee.****

Applicant _____

Date _____

If you have a disability and may require some accommodation in taking this examination,
be sure to fill out and submit the "Request for Accommodation" form along with this
application. If accommodation is not requested in advance, we cannot guarantee the
availability of accommodation on site.



LOUISIANA STATE BOARD OF COSMETOLOGY
APPLICATION FOR EXAMINATION AS
REGISTERED COSMETOLOGIST, MANICURIST, ESTHETICIAN

INSTRUCTIONS

PLEASE TYPE OR PRINT LEGIBLY

1. INCLUDE INITIAL LICENSE FEE OF \$15 FOR RESIDENT AND \$40 NON RESIDENT.
2. STUDENT LICENSE AND A CERTIFICATION OF PAYMENT OF CONTRACTUAL FEES (STUDENTS ONLY) MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED.
3. MAIL COMPLETED APPLICATION AND LICENSE TO: LOUISIANA STATE BOARD OF COSMETOLOGY, 11622 SUNBELT COURT, BATON ROUGE, LOUISIANA 70809.

APPLICANT PERSONAL DATA

I HEREBY MAKE APPLICATION FOR LICENSE
BY EXAMINATION TO PRACTICE:

- ☐ COSMETOLOGY
☐ ESTHETICS
☐ MANICURING

STUDENT NUMBER

- ☐ MR.
☐ MS.
☐ MRS.

FULL NAME

FIRST

MIDDLE

LAST

PERMANENT ADDRESS

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

TELEPHONE NUMBER

DATE OF BIRTH

AGE

SOCIAL SECURITY NO.

MONTH

DAY

YEAR

FORMAL EDUCATION

EDUCATION

CIRCLE LAST GRADE COMPLETED

8 9 10 11 12 GED

NAME OF SCHOOL WHERE LAST GRADE COMPLETED

SCHOOL ADDRESS

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

COSMETOLOGY EDUCATION

NAME OF SCHOOL

SCHOOL LICENSE NUMBER

LOCATION

STREET AND NUMBER

CITY

STATE

ZIP CODE

PARISH

DATE ENROLLED

MONTH

DAY

YEAR

DATE COMPLETED TRAINING

MONTH

DAY

YEAR

TOTAL NUMBER OF HOURS COMPLETED

I UNDERSTAND THAT IF I FAIL TO SHOW FOR MY SCHEDULED EXAMINATION WITHOUT PROPER NOTIFICATION, A SEVEN DAY NOTICE OR 24 HOUR EMERGENCY NOTICE, I WILL BE REQUIRED UPON REAPPLICATION TO SUBMIT A \$25.00 ADMINISTRATIVE FEE.

Applicant

Date

If you have a disability and may require some accommodation in taking this examination, be sure to fill out the "Request for Accommodation" form along with the application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodations on-site.

ACCOMMODATION REQUEST FORM

The information requested below and any documentation regarding your disability and your need for accommodations in testing will be considered strictly confidential and will not be shared with any outside source without your expressed written permission.

Name: _____

Address: _____

Phone #: _____ SS#: _____

Accommodations requested for the _____ examination.

Please check all that apply:

_____ Accessible testing site

_____ Braille **request has to be placed **ONE MONTH** in advance.*

_____ READER as accommodation for visual impairment.

_____ READER as accommodation for learning disability.

_____ Sign language Interpreter

_____ Extended Time

_____ Time and a half

_____ Double Time

_____ More than double time (specify):

_____ Other: _____

Comments: _____

Signed: _____ Date: _____

****Some accommodation requests may require additional documentation.**

Documentation for Disability Related Needs

If you have a learning disability, psychological disabilities, or other hidden disabilities that requires an accommodation in testing, please have this section completed by an appropriate professional (doctor, psychiatrist, or psychologist) to certify that your disability condition requires the requested test accommodations.

IF YOU HAVE EXISTING DOCUMENTATION OF HAVING THE SAME OR SIMILAR ACCOMMODATIONS PROVIDED TO YOU IN ANOTHER TEST SITUATION, YOU MAY SUBMIT SUCH DOCUMENTATION INSTEAD OF HAVING THIS PORTION OF THE FORM COMPLETED.

I have known (Test Applicant) _____ since (Date) _____ in my capacity as (Professional Title) _____.

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following: (Check all that apply)

_____ Large print test

_____ Extended Time:

_____ Time and a half

_____ Double time

_____ More than double time (please specify)

_____ Separate Testing area

_____ Other (please specify)

Signed: _____ Date: _____



Kathleen B. Blanco
Governor

State of Louisiana
Louisiana State Board of Cosmetology
11622 Sunbelt Court, Baton Rouge, LA 70809
(225) 756-3404 Telephone - (225) 756-3410 Fax
Email - lsbc@lsbc.state.la.us

Frances Hand, Chairman
Denham Springs LA

Juanita Allwell
Ferryday LA

Sue Burch
Shreveport LA

Michael Horning
Franklinton LA

Jackie Burdette
Executive Director

Fabian Bordelon, Vice-Chairman
Baton Rouge LA

Traci Bruno
Lafayette LA

Jill Waggoner
Montegut LA

Steve Young
Assistant Director

Student Field Trips, Workshops, Shows and Community Service Reporting Form

Student Name _____

SSN _____

Name of School _____

Please select the proper type and use the two-letter code:

Field Trip- FT
Show- SH

Workshop- WS
Community Service- CS

Type of Trip Taken	Date of Trip	Location	Number of Hours Credited	Name/SSN of Instructor Accompanying Students

Signature of Student _____ Date _____

Signature of Senior Instructor _____ Date _____



STATE OF LOUISIANA
STATE BOARD OF COSMETOLOGY
APPLICATION FOR INSTRUCTOR EXAMINATION

INSTRUCTIONS

1. Applicants must complete Sections A, B, C, and E and the reverse side.
2. Include initial license fee of \$15 for resident, \$40 for nonresident.
3. Student license and certification of payment of contractual fees must accompany this application.
4. Return this completed application, fee, certification of payment and your instructor trainee license to: LOUISIANA STATE BOARD OF COSMETOLOGY, 11622 SUNBELT COURT, BATON ROUGE, LA 70809.

A. APPLICANT PERSONAL DATA

FULL NAME		MAIDEN NAME
PERMANENT ADDRESS		
DATE OF BIRTH	SOCIAL SECURITY NUMBER	TELEPHONE NUMBER

B. COSMETOLOGY TRAINING

SCHOOL NAME	DATES OF ATTENDANCE						TOTAL HOURS
	FROM			TO			
	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
LOCATION							

C. INSTRUCTOR TRAINING

NAME OF SCHOOL	DATES OF ATTENDANCE						TOTAL HOURS
	FROM			TO			
	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
LOCATION							

D. PERJURY

The law provides that any person who willfully makes a false statement under oath, or any person who encourages other persons to swear falsely, is subject to fine and imprisonment and revocation of license. Applicant should be sure that the above is true and correct.

E.

I UNDERSTAND THAT IF I FAIL TO SHOW FOR MY SCHEDULED EXAMINATION WITHOUT PROPER NOTIFICATION, A SEVEN DAY NOTICE OR 24 HOUR EMERGENCY NOTICE, I WILL BE REQUIRED UPON APPLICATION TO SUBMIT A \$25.00 ADMINISTRATIVE FEE.

Applicant _____

Date _____

If you have a disability and may require some accommodations in taking this exam, be sure to fill out the "Request for Accommodations" form along with this application. If accommodation is not requested in advance, we cannot guarantee the availability of accommodations on site.



Kathleen B. Blanco
Governor

State of Louisiana
Louisiana State Board of Cosmetology
11622 Sunbelt Court, Baton Rouge, LA 70809
(225) 756-3404 Telephone - (225) 756-3410 Fax
Email - lsbc@lsbc.state.la.us

Frances Hand, Chairman
Denham Springs LA

Juanita Allwell
Ferryday LA

Sue Burch
Shreveport LA

Michael Horning
Franklinton LA

Jackie Burdette
Executive Director

Fabian Bordelon, Vice Chairman
Baton Rouge LA

Traci Bruno
Lafayette LA

Taquilla Hamilton
New Orleans LA

Jill Waggoner
Montegut LA

Stephen Young
Assistant Director

INSTRUCTOR QUARTERLY ROSTER

NAME: _____

ADDRESS: _____

LICENSE#: _____

NAME: _____

ADDRESS: _____

LICENSE#: _____

NAME: _____

ADDRESS: _____

LICENSE#: _____

SCHOOL NAME: _____

ADDRESS: _____

(Circle the appropriate month and indicate the proper year)

FOR: MARCH, JUNE, SEPTEMBER, DECEMBER YEAR: _____



Kathleen B. Blanco
Governor

State of Louisiana
Louisiana State Board of Cosmetology
11622 Sunbelt Court, Baton Rouge, LA 70809
(225) 756-3404 Telephone - (225) 756-3410 Fax
Email - lsbc@lsbc.state.la.us

Frances Hand, Chairman
Denham Springs LA

Juanita Allwell
Terrebonne LA

Sue Burch
Shreveport LA

Michael Horning
Franklin LA

Jackie Burdette
Executive Director

Fabian Bordelon, Vice-Chairman
Baton Rouge LA

Traci Bruno
Lafayette LA

Jill Waggoner
Montegut LA

Steve Young
Assistant Director

Student Registration Transfer Hours

Name _____

Address _____

Social Security Number _____

hool Registration (School Name) _____

Number of Transfer Hours _____

Hours Accepted by School _____

Date _____

State/School Transferring From _____